

manual change transmittal

TITLE PROJECT DEVELOPMENT PROCEDURES MANUAL	APPROVED BY	Date Issued:
	Original Signed TIMOTHY CRAGGS, Acting Chief	12/15/07 Page 1 of 3
SUBJECT AREA Chapters: 2, 6, 7, 8, 10, 14, 15, 20, 28, 30 Appendix JJ	ISSUING UNIT DIVISION OF DESIGN	
SUPERCEDES ABOVE CHAPTERS ARE SUPERCEDED	DISTRIBUTION ALL HOLDERS OF THE PROJECT DEVELOPMENT PROCEDURES MANUAL	

The official version of the Project Development Procedures Manual (PDPM) is the electronic version found on Caltrans Division of Design Website: <http://www.dot.ca.gov/hq/oppd/pdpm/pdpmn.htm>.

The Project Development Procedures Manual (PDPM) has been updated on December 15, 2007.

Chapters 2, 6, 7, 8, 10, 14, 15, 20, 28, 30 and Appendix JJ have been revised.

PDPM subscribers are encouraged to use the most recent version available on-line at the above website. Should a subscriber choose to maintain a paper copy, the subscriber is responsible for keeping their paper copy up to date and current.

The following is a summary of the changes.

General

- The PDPM was revised to incorporate existing policies and procedures. The documents are listed on the following table.
- The revised chapters are dated 12/15/2007, as indicated in the footer of applicable chapters.
- The most recent revisions are indicated by sidebars in the margins of the text.
- The chapter table of contents has been updated.

Policy Changes - See the following table for a listing of documents authorizing policy or procedural changes.

Project Development Procedures Manual Revision December 15, 2007

Incorporate Existing Policies and Procedures Into the Manual

Date of Document that Authorized Change in Policy or Procedure	Subject Line/ Document Title Description of Change	Applicable Chapters of the PDPM	PDPM Chapter Title
4/7/2006	<i>Archiving As-Built Plans</i> Added a description of the Office of Computer Aided-Drafting and Design and Engineering Geographic Information System and the office's role in archiving as-built plans.	2	Roles and Responsibilities
6/4/1999	<i>Design Senior Responsibilities</i> Added roles and responsibilities of the design senior.	2	Roles and Responsibilities
2/4/1998	<i>Project Engineer Responsibilities</i> Enhanced description of the project engineer responsibility.	2	Roles and Responsibilities
11/22/1999	<i>Annual Review of Project Scope, Cost and Schedule</i> Added the requirement for an annual review of the project scope, cost, and schedule.	6	Project Cost, Scope and Schedule Changes
3/13/2007	<i>Project Cost Escalation for State Highway Operation and Protection Program</i> Amended language to address policy regarding project cost escalation to subsection "Basis for Programming."	6	Project Cost, Scope and Schedule Changes
4/7/2006	<i>Archiving As-Built Plans</i> Added policy to archive electronic as-built plans to the Document Retrieval System.	7	Uniform File System
5/20/1998	<i>Constructability Reviews</i> Added the policy that constructability reviews are required.	8	Overview of Project Development
5/15/2007	<i>DIB 85 Guidance for the Consideration of Material Disposal, Staging, and Borrow Sites</i>	8	Overview of Project Development

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10/24/2006	<i>Revised Design Information Bulletin 82: "Pedestrian Accessibility Guidelines for Highways Projects"</i>	8	Overview of Project Development
5/23/2005	<i>Revised Storm Water Data Report</i> Added policy to require the Storm Water Data Report.	8	Overview of Project Development
8/2006	<i>2006 Noise Protocol</i> Added statement regarding preparation of a noise study.	10	Formal Project Studies
7/30/2004	<i>Cross-Section Preparation and Delivery</i> Added policy regarding the preparation and delivery of cross- sections.	14	Preparation of Project Plans
4/7/2006	<i>Archiving As-Built Plans</i> Added procedure for archiving as-built plans.	15	Final Project Development Procedures
7/30/2004	<i>Cross-Section Preparation and Delivery</i> Added procedures regarding the delivery of cross-sections.	15	Final Project Development Procedures
3/13/2007	<i>Project Cost Escalation for State Highway Operation and Protection Program</i> Amended language to address new policy regarding project cost escalation to "Basis for Programming."	20	Project Development Cost Estimates
9/2006	<i>District Responsibility for Resolution of Necessity</i> Amended procedures for resolution of necessity.	28	Resolutions of Necessity
8/2006	<i>2006 Noise Protocol</i> Added policy regarding preparation of a Noise Abatement Decision Document	30	Highway Traffic Noise Abatement
9/2006	<i>District Responsibility for Resolution of Necessity</i> Appearance Information Sheets and Fact Sheet	JJ	Resolutions of Necessity